

Date: November 8, 2000

To: Records Management Program Officers

From: Susan Frey
DOE Records Officer

Subject: RM Numbered Memo 2001-05: NARA Bulletins 2001-01 (Checklist) and 2001-02 (GPEA Guidance)

Please note the following Memorandum and attachments from NARA.

November 8, 2000

NWM 02.2001

MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCES MANAGERS: NARA Bulletin 2001-02, NARA Government Paperwork Elimination Act (GPEA) Guidance and NARA Bulletin 2001-01, Checklist of NARA bulletins.

We are pleased to announce the NARA guidance, Records Management Guidance for Agencies Implementing Electronic Signature Technologies. This guidance was developed in response to the Government Paperwork Elimination Act (GPEA) and the requirements in M-00-10, OMB Procedures and Guidance on Implementing the Government Paperwork Elimination Act. Both NARA Bulletin 2001-02 and the Guidance are attached for your review and available on the NARA Records Management web site at <http://www.nara.gov/records/index.html>.

The key points discussed more fully in this guidance are:

- Agencies must consider records management requirements when implementing the GPEA. (See Section 2.0)
- If the electronically-signed record needs to be preserved, whether for a finite period of time or permanently, then the agency needs to ensure its trustworthiness over time. (See Section 4.0)
- There are various approaches to ensure the trustworthiness of electronically-signed records. (See Section 4.3)
- Information systems that agencies use to implement the electronic signature requirements of GPEA, will produce new records or augment existing records. (See Section 5.1)
- Agencies determine which electronic signature records to retain based on their operational needs and perceptions of risk. (See Section 5.2)
- Agencies are not authorized to dispose of records without an approved records disposition authority from NARA. (See Section 2.0)

- Agencies should develop records schedules with proposed retention periods for new records for NARA to review. Records disposition authorities for existing records may need to be modified. (See Sections 5.1 and 5.4)
- Electronically-signed records documenting legal rights and electronically-signed records that must be retained permanently have special considerations. (See Sections 5.5 and 5.6)
- When agencies use third party contractors, they can use specific contract language to help ensure that records management requirements are met. (See Section 5.3)

This GPEA guidance will be reviewed at the November 28 Bimonthly Records and Information Discussion Group (BRIDG) meeting (see NWM 01.2001). The meeting will also focus on the new Fast Track products on electronic recordkeeping that are available for comment on the NARA Records Management web site at <http://www.nara.gov/records/fasttrak/ftproj.html>.

NARA Bulletin 2001-01, also attached, provides a list of the NARA bulletins that are currently in effect. NARA bulletins contain guidance about records and information management subjects to help you comply with laws and regulations in these areas. We post all NARA bulletins on the NARA web site at <http://www.nara.gov/records/policy/bulletin.html>. Additionally, you can find more information about NARA's records and information management regulations in Chapter XII of Title 36 of the Code of Federal Regulations, posted at <http://www.nara.gov/nara/cfr/subch-b.html>.

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Director
Modern Records Programs

2 Attachments